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### ABSTRACT

Sixteen libraries representing those agencies holding membership on the Federal Library Committee were surveyed to determine library foreign language or imprint holdings, acquisitions techniques, procedures and/or problems. Specific questions, relating to holdings, staff, budget and the acquisition, processing, reference and translation services of foreign materials, were asked. Ten of the sixteen libraries procured foreign language/imprint items in a desultory manner; the two law libraries do not have a requirement, the Office of Management and Budget Library sees only a limited need, and the remaining seven do not have an active acquisition program. The six libraries active in the procurement of foreign language items do not have a uniform acquisition policy and no real attempt is made to acquire all materials in all specific subject areas. Translations are procured on the basis of need and no acquisitions people had language/subject abilities. In most agencies, the materials first go to pertinent foreign desks and then to the library which acquires the items after use for permanent storage. No real unified concern is shown for information which is available in non English language, non U.S. imprint sources, and no widespread awareness of the usefulness of the Library of Congress as a source for such data is shown. (AB)



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FEDERAL LIBRARY PROGRAMS

FOR

ACQUISITION OF FOREIGN MATERIALS

Frank Kurt Cylke  
Executive Secretary  
Federal Library Committee

LI 002 641

Library Institute  
University of Wisconsin  
Milwaukee, Wisconsin  
April 13, 1971

PERMANENT MEMBERSHIP—Library of Congress (Librarian of Congress, Chairman), National Agricultural Library, National Library of Medicine, Department of State, Department of the Treasury, Department of Defense, Department of Justice, Post Office Department, Department of the Interior, Department of Commerce, Department of Labor, Department of Health, Education, and Welfare, Department of Housing and Urban Development, Department of Transportation.

ROTATING MEMBERSHIP, 1969-71—Atomic Energy Commission, National Aeronautics and Space Administration, National Science Foundation, Smithsonian Institution, Supreme Court of the United States, Veterans Administration.

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## BACKGROUND

This Institute on Acquisition of Foreign Materials for U.S. Libraries has five stated goals:

1. To identify and discuss techniques, procedures and problems relating to the acquisition of various kinds of foreign materials from geographic regions and countries by all types of libraries and to consider the relevant issues of organization and technical processing.
2. To acquaint participants with on-going cooperative acquisitions programs for foreign materials, including Federal acquisitions programs, to strengthen existing procedures and to explore additional possibilities for such cooperation.
3. To enable participants to cope with problems relating to special materials such as rare books, manuscripts and maps, with an emphasis on microforms and foreign microfilming projects.
4. To examine and evaluate the latest methods of acquiring current and non-current foreign materials through regular methods such as purchase, auction, and gift and exchange, as well as techniques for large scale ordering.
5. To involve participants in the preparation of a guide for the acquisition of foreign materials to be published as result of the Institute.

This paper was solicited to address "Federal Library Acquisition Programs of Foreign Materials" with attention to the noted goals. Prior to a discussion of the area, it is desirable that the scope and terms be delimited.

*Scope*

It may be concluded that my topic--"Other Federal Libraries"--as used in the program, implies all Federal libraries except the Library of Congress, National Library of Medicine, and the National Agricultural Library. This, of course, is a broad base--far too broad for a limited paper. The Federal library universe exceeds 2,700 separate entities<sup>1</sup> served by more than 3,900 professional librarians and 3,000 information specialists, clerks, and technicians. Most of the libraries are mission oriented and all have unique acquisition requirements. There are five types of libraries (excluding National), ranging in size and sophistication, which serve the many committees, agencies, departments, courts, and other formal organizational entities:

Presidential libraries specialize in the official records, memorabilia, literature and other materials concerning the affairs of a specific President of the United States.

General libraries provide service to meet the cultural, informational, educational and recreational needs of those attached to a military or public information service agency.

\* \* \* \* \*

Academic libraries include those intended to serve the faculty and students in colleges, universities, vocational, graduate and post-graduate schools. The Service Academy libraries are included in this group.

Elementary and Secondary Schools on military bases and on Indian reservations usually are served by school libraries.

Special or Technical libraries support mission plans with library and information services.

It was agreed that the Library of Congress, National Library of Medicine and the National Agricultural Library programs would not be discussed in this paper, as they are covered in other presentations. Further, it seemed desirable to narrow the scope of concern from 2,700 to 16 libraries. These 16 represent those agencies holding membership on the Federal Library Committee.<sup>2</sup>

It was further decided not to include the Department of Defense and the National Science Foundation libraries as they represent unique library service to unique programs.

The libraries selected for inclusion are generally known to the non-Federal library community, address areas of broad interest, and may be considered representative of the Federal research library community.

*Agency Libraries Discussed*

Department of State

Department of the Treasury

Department of Justice

United States Postal Service

Department of the Interior

Department of Commerce

Department of Labor

Department of Health, Education, and Welfare

Department of Housing and Urban Development

Department of Transportation

Atomic Energy Commission Headquarters Library

National Aeronautics and Space Administration

Smithsonian Institution

Supreme Court of the United States

Veterans Administration

Office of Management and Budget

*Definitions*

Two terms have been regularly employed: 1) foreign language;  
2) foreign imprint. The first should be read as all languages other  
than English. The latter should be interpreted as all non-U.S. im-  
prints.

\* \* \* \* \*

### *Methodology*

No adequate description of Federal library foreign language or imprint holdings, acquisitions techniques, procedures and/or problems existed when this paper was solicited. Thus, a loosely structured interview schedule was arranged. Library directors and appropriate acquisition personnel were visited and asked specific questions about:

Holdings (General)

Staff

Budget

Foreign Materials

Acquisition

Processing

Reference

Translation Services

Appendix I holds summary comments. These are included in this paper to make available, for the first time, information concerning the foreign language/imprint programs of the identified libraries.

### SUMMARY

#### *General*

An examination of the foreign language/imprint programs of the libraries under consideration permits general comments.

Ten of the 16 libraries may be considered to procure foreign language/imprint items in a desultory manner. The two law libraries



(Justice, Supreme Court) do not have a requirement. The Office of Management and Budget Library sees only a limited need by its clients. The remaining seven process items as they are received with no real attempt to devise an active acquisition program. There is no one individual in any of the libraries assigned responsibility for searching out pertinent foreign material, nor is there any one person with authority for reference service of the material received.

The six libraries active in the procurement of foreign language/imprint items place varying emphasis upon all or parts of their collections.

There is no uniform acquisition policy.

No real attempt is made to acquire all materials in specific subject areas. No real attempt is made to acquire specific foreign materials in any identified areas of concern.

Translations are procured, on a regular basis, for needed items by the Interior, NASA, AEC, and the Smithsonian Institution libraries. Needed is the key word! None of the libraries spoke to the term beyond stating that requested items might be acquired. Time delays were cited as a problem. Only one kept statistics as to the number and/or length of translations procured. The effort is minimal.

No acquisitions people had language/subject abilities. Few indicated they sought the assistance of those that did.

The Current Economic Reporting Program (CERP), (see page A-I-1), is employed by all agencies with varying degrees of concern. CERP,

however, has all the associate problems implied by Robert Downs when he cited critics of the acquisition of "everything" policy. The materials are selected by non-library oriented personnel on a more or less random basis and distributed to agencies with no feedback as to value, etc.

PL 480 monies are employed to procure in actions separate from that of the Library of Congress.

Only two libraries noted that heavy use was made of Library of Congress materials for reference/interlibrary loan use.

#### *Cooperative Programs*

The Current Economic Reporting Program (CERP), managed by the Department of State, permits the acquisition of periodicals, annuals, and serials on a "blanket" basis. The Economic Officers of State Department Posts select and send to all agencies materials which appear to be useful in a library environment.

In most agencies the materials first go to pertinent foreign desks and then to the library. This system is generally utilized. It is obvious then that in these cases the libraries serve in the true traditional storehouse manner. They do not initiate requests to supply demand or identified needs but rather acquires the items after use for permanent storage.

#### *Questions/Areas for Study*

An examination of the existing situation brings questions to the fore and suggests area for further study.

Can Federal agencies benefit from information relating to discoveries, procedures and programs implemented abroad? Can these same agencies benefit from comments regarding current and past U.S. actions? If the answers are yes, the questions that arise immediately are:

How should the material be acquired?

How can information be accessed?

Does material have to be obtained firsthand?

Can reference assistance be provided through access to national library data? (Only Interior referred to such a program.)

Should libraries anticipate needs or respond to demonstrated needs?

Should cooperative CERP be expanded? Should it be altered to permit library input?

One additional point should be considered.

A survey sponsored by the Federal Library Committee has been published: A Study of Resources and Major Subject Holdings Available in U.S. Federal Libraries Maintaining Extensive or Unique Collections of Research Materials.<sup>4</sup>

The collections of 188 out of the 2,700 libraries were categorized as being of research, exhaustive or unique calibre. Definitions for these terms are included. For the first time, the significant holdings of Federal libraries were described on a coordinated and comparative basis. Tables list major resources by library, geographically, and by subject. There are also detailed tables by bibliographic aids and card indexes maintained, and by special and unique collections.

Availability of materials for reference or loan was a prime consideration and duly noted. Since accessibility is important, security classified collections were omitted.<sup>5</sup>

The problem that arises is this. An exhaustive or comprehensive collection was defined as one that deals with a subject for which the library discharges the responsibility of practical completeness and therefore endeavors to have everything written on the subject in all editions and languages but not necessarily in all translations or variant issues of the same edition. No library questioned by me noted exhaustive collections in any areas as defined. Yet many were so listed in the volume. Thus, libraries who identified exhaustive/comprehensive and research collections for study should be queried re their true position.

#### CONCLUSION

is  
No real unified effort/being expended on the acquisition of foreign language/imprint material within or between the libraries studied.

No real unified concern is shown for information which is available in non English language, non U.S. imprint sources.

No widespread awareness of the usefulness of the Library of Congress as a source for such data is shown.

It appears that the 16 Federal libraries might well examine their policies with a view toward developing a firm coordinated base for a information/material acquisition program.

Footnotes

<sup>1</sup>Benton, Mildred and Signe Otterson. Roster of Federal Libraries: October 1970. Washington, D.C., The George Washington University, 1970. (Available at no cost from the Federal Library Committee.)

<sup>2</sup>The Federal Library Committee was established in 1965 by the Library of Congress and the Bureau of the Budget for the purpose of concentrating the intellectual resources present in the Federal library and library related information community:

To achieve better utilization of library resources and facilities.

To provide more effective planning, development, and operation of Federal libraries.

To promote an optimum exchange of experience, skill, and resources.

Membership on the Committee is comprised of representatives of the three National libraries, and all the Cabinet agencies. Six independent agencies are elected every two years. In addition, there are five official observers. Guest observers are appointed from time to time.

<sup>3</sup>Libraries representing the following agencies: Treasury; Justice; Post Office; Labor; Health, Education, and Welfare; Housing and Urban Development; Department of Transportation; Supreme Court; Veterans Administration; Office of Management and Budget.

<sup>4</sup>Benton, Mildred. A Study of Resources and Major Subject Holdings Available in U.S. Federal Libraries Maintaining Extensive or Unique Collections of Research Materials. Washington, D.C., U.S. Office of Education, 1970, 670p. (OE Bureau of Research Project No. 8-0310).

<sup>5</sup>Freeman, Elsa. American Treasure. (Speech before the Library Association of Australia - November 23, 1970.)

## APPENDIX I

### Background

#### DEPARTMENT OF STATE LIBRARY

##### *General*

The library serving the Department of State has a book collection in excess of 663,000 volumes, and has a staff of 22. Total holdings exceed 1,200,000 items. Important subject collections include: International Law and Relations; Treaties and Agreements; Official Gazettes; Foreign History; Political, Economic, and Socio-Cultural Developments of Foreign Peoples.

##### *Budget*

##### 1969 - 1970

Books & Periodicals	\$40,000
Binding	\$ 2,000

##### *Foreign Materials*

The collection contains a sizable number of foreign materials. Approximately 35% of all monographs are in languages other than English. More than 60% of the monograph collection are foreign imprints.

Periodical subscriptions total 1,500. Of this number 15% represent foreign titles. Serials received through the Current Economic Reporting Program (CERP), exceed 3,000. All items received from CERP are foreign

## A-I-2

### *Acquisition Program*

Foreign items are obtained as a result of a policy requiring immediate acquisition of needed materials regardless of country of origin. There has been no formal effort designed to procure items only because they hold a foreign imprint.

Materials are acquired in several ways. The CERP device permits the acquisition of periodicals, annuals, and serials--i.e., recurring items--on a "blanket" basis. The Economic Officers of State Department Posts have since the early 1950's acquired and sent to the library items they believe useful.

Selection Funds are also utilized in the acquisition of foreign books, documents, and serials. For example, the U.S. Embassy in Moscow, U.S.S.R., expends \$3,000 each year, and has since the end of World War II, to acquire and ship items identified as of interest by the Embassy Publications Officer. A similar effort was maintained in Cairo through 1967.

In New Delhi, PL480 monies are expended by an Indian national in an effort separate from that mounted by the Library of Congress.

Non U.S. imprint items are also obtained, by the library, on direct order through State Department Posts', following identification through use of the usual bibliographical tools. Of the 4,000 non-serial items ordered each year, 25% are foreign.

On occasion, Posts will voluntarily select and ship monographs at no cost to the library. The annual intake in this category approximates 100 volumes.

A-I-3

*Processing*

Of course, cataloging, classification, and other processing requirements present a problem for those books in little known languages. The seven man acquisitions staff and five and one-half cataloging staff are supplemented by language and area specialists on the Department of State staff.

DEPARTMENT OF THE TREASURY LIBRARY

*General*

Approximately 230,000 cataloged items, including bound periodical and serial items, are held in the collection. Of this number nearly 15% are foreign imprints. Ninety-five percent of the foreign imprints are in the English language.

About 400 paid serial subscriptions are received. Some fifty are foreign imprints, few are in languages other than English.

Major collections include domestic and international domestic conditions, public finance and taxation.

*Foreign Materials*

Approximately 5,000 cataloged items are processed each year. An attempt is made to acquire English language items unless Treasury Department staff requests a specific piece which is available only in the language of origin.

Common market country situations, U.S. interest in specific countries



#### A-I-4

or active assistance programs, give impetus to active acquisitions programs.

#### *Acquisition Program*

Foreign materials are acquired in three ways:

1. Direct purchase of books and serials through agents.
2. Through the State Department CERP Program.  
(See page A-I-1)
3. Gifts from official country agencies and research organizations.

CERP materials come directly to the Department of the Treasury's Office of International Affairs (OIA). The OIA routes and distributes all materials to appropriate staff members, who, in turn, send items of permanent interest to the library for processing.

The gift program was established in the years prior to World War II. Central banks of foreign countries, treasury departments, and other official organizations send reports.

The library, on occasion, also receives a few items directly from Treasury Attaches in Embassies in 11 countries around the world. These items are not solicited.

Most foreign imprints are acquired at the suggestion of library staff reviews.

#### DEPARTMENT OF JUSTICE LIBRARY

#### *General*

The main library holds a collection of approximately 150,000 volumes.

A-I-5

Nearly 10% of the items hold foreign imprints. There are virtually no foreign language items.

Foreign imprints are represented in a complete collection of British and Canadian statutes and case reports, a collection of treatises, and a qualitatively substantial international law collection. Foreign imprint material is comprised of statutory and case material from Canada, Scotland, England, Ireland, and Australia and treatises from France, the low countries and the five countries previously noted.

Of the 300 periodicals received, 12 are foreign in imprint.

*Budget*

1970 - 1971

Books & Periodicals	\$206,000
Binding	\$ 16,000

UNITED STATES POSTAL SERVICE LIBRARY<sup>1</sup>

*General*

The Post Office Department Library, founded in 1955, counts 150,000 items in its collection. Periodical subscriptions total 1,527. A staff of 13 (six professional and seven clerical) are responsible for building and maintaining the collection.

<sup>1</sup>Name effective July 1, 1971. Former name: Post Office Department Library.

A-I-6

*Budget*

1970 - 1971

Books	\$19,689
Periodicals	\$52,000
Microform	\$ 500
Binding	\$ 4,000

*Foreign Materials*

Approximately 10% of the library collection may be identified as foreign imprints. Most are received from one source--The Universal Postal Union.

The Universal Postal Union, founded in 1863, is an organization of postal administrations of the nations of the world formed to promote international uniformity and cooperation in the delivery of mail.<sup>2</sup>

The Office of International Service: U.S. Postal Service, acting as agent for the library, obtains studies and reports of foreign postal administrations in many languages. The library deposits duplicate copies of these materials with the Library of Congress. The library procures other foreign imprints by direct purchase. The majority of these originate in Canada or Great Britain.

Yearly foreign accessions total under 100 individual items.

<sup>2</sup>The Universal Postal Union. U.S. Post Office Department, November 1965, 12p. (IS-6)

A-I-7

DEPARTMENT OF THE INTERIOR LIBRARY

*General*

The library holds a book collection in excess of 800,000 volumes (not including bound periodicals) and receives 11,000 serial titles. Special subject collections include: American History (Civil War); American Indians; Conservation of Natural Resources; Outdoor Recreation; Territories.

A staff of 60 (25 professional and 35 administrative, technical, and clerical) services the collection.

*Budget*

Fiscal Year 1971

Books	\$25,000
Periodicals	\$75,000
Microform	\$ 500
Binding	\$15,000

*Foreign Materials*

An effort to acquire needed materials regardless of imprint origin or language, within budget restrictions, is reflected in both the book and serial collections. Approximately 20% of the 800,000 book collection hold foreign imprints and 10% of the collection is in languages other than English.

Of the 11,000 serials received regularly, approximately 8,000 are acquired through purchase--the remainder are received as gift or exchange items. It is estimated that 25% are foreign imprint items and 10% are in foreign languages.

#### A-I-8

Russian and Japanese languages predominate among non-English items. Russian materials represent technological issues, Japanese issues are primarily fishery and natural resource related. English and Canadian imprints are followed in number of items acquired by German and French issues.

The heaviest use of all foreign materials is found in the scientific and technical community within the Department organization outside the Washington area.

#### *Acquisition Program*

Russian materials are acquired through the State Department program established to expedite the procurement of items from Moscow. (See page A-I-2.) Each year the library deposits approximately \$1,000 with the State Department to permit the Embassy Publications Officer in Moscow to purchase and direct ship items related to identified categories. On occasion specific titles are requested, purchased and shipped.

Current Economic Reporting Program (CERP) mechanisms are also employed. (See page A-I-1.) Recurring items received through CERP are directed to Department of Interior bureaus other than the library and, following use, are deposited in the library collection.

The Library of Congress exchange and gift program is also used to acquire materials. Approximately 20 to 30 foreign imprint and/or foreign language items are so obtained each week. Those materials which prove to be duplicates, or otherwise unsuitable, are given to Department libraries with a need, or returned to the Library of Congress.

A-I-9

Japanese materials, and all other foreign publications other than those previously noted, are obtained by direct purchase from publishers.

Approximately 70% of all title or subject orders are initiated by the library Selection Branch staff. Department staff members from outside the library generate recommendations totaling 30% of the materials ordered.

#### *Department Resources*

For data and/or information available only from foreign imprints or foreign language issues, Department field library resources are tapped. Over 40 field libraries have unique collections in such areas as geology, mines and minerals, electric power, fish and wildlife, natural history, and cement technology. Exhaustive collections provide the required references.

The library serves as a coordinator of PL 480 activity. Each bureau within the Department has a representative to the Translation Committee. The final decision as to what translations will be requested rests with the library, however.

#### *Processing/Reference*

Language capability among library staff members represent fluency in 16 languages including Tagalog, the principal Indonesian language of the Phillippines. Five individuals are proficient in Russian and five are currently enrolled in a Japanese course.

Under consideration is the possible issuance of a list of "recently

## A-I-10

As a regular reference service foreign language items are identified and brief summaries/annotations provided. Searching for translations is also provided.

Interlibrary loan service is offered in searching Library of Congress, World Bank, State Department, and Smithsonian Institution for foreign language items not in the library collection.

### DEPARTMENT OF COMMERCE LIBRARY

#### *General*

The Department of Commerce Library currently holds 200,000 volumes, including bound periodicals, and receives 8,000 serials on a regular basis. Major collections include: economics; marketing; statistics; law; international trade; business and industry; commercial directories; legislation; maritime.

#### *Budget*

##### 1971

Books	\$30,000
Serials	\$ 6,000
Microform	\$ 900
Binding	\$ 4,000

#### *Foreign Materials*

Approximately 35% of the 200,000 volume collection are foreign imprint/language items. The 8,000 serials are received in two ways:

## A-I-11

1,000 are received by subscription; 7,000 are received as gifts. Of the 7,000, nearly 30% are in a foreign language and 35% are foreign imprints. The remaining 35% of all serial gifts are in the English language.

Each year \$30,000 is expended on book purchases. In addition, books with a total list price approximating \$60,000 - \$70,000 are received from the Marketing Information Guide review program. Both sources combined add approximately 5,500 items each year - 20% of which are of foreign origin.

The Department of State's Current Economic Reporting Program (CERP), (see page A-I-1), is also a source of foreign material. CERP delivers material to Department of Commerce foreign desks. The "desks," in turn, forward the material to the library.

The Maritime Branch foreign imprints represent 20% of the collection. Slightly more than 10% of the entire collection represents English language, non-American imprints, Russian and German items are a significant portion of the foreign materials.

### *Processing*

Staff members possess expertise in 10 languages.

## DEPARTMENT OF LABOR LIBRARY

### *General*

The primary purpose of the library is to serve the staff of the Department; however, services reach beyond this group. Government agencies, universities and colleges, students, lawyers, trade unions, and writers all have access to the facilities.



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"The present collection numbers over 425,000 volumes (including bound journals) and the current subscriptions to periodicals total about 2,400 titles. The collection covers the history of the labor movement; labor economics and industrial relations; arbitration, conciliation and mediation; labor laws; employment and unemployment; labor force and labor market; unemployment insurance; workmen's compensation; apprenticeship and training; labor standards; wages and hours; working conditions; women's employment; industrial hygiene and safety; wholesale and retail prices; cost of living; productivity and other related subjects. It represents all phases of economic and social life which affect working people, their employment, and the nation's labor needs."<sup>1</sup>

Thirty-two staff members (17 professional and 15 clerical/technical) service the collection.

*Budget*

1970 - 1971

Books	\$13,000
Periodicals	\$15,000

<sup>1</sup>Hamrick, Lillian A. Special Libraries and Education in the United States. (A paper prepared for the Special Libraries Session, International Federation of Library Associations, Moscow, U.S.S.R., September 2, 1970)

A-I-13

*Foreign Materials*

Foreign imprints are heavily represented among periodical acquisitions. More than 8,000 unique periodical titles are received on a regular basis. Of this number 2,400 represent items received by subscription. The remaining issues are gifts. Ninety foreign imprint periodicals are received on a subscription basis, approximately 1,850 are received as gifts.

Approximately 10% of all books received and processed are in a language other than English. Approximately 20% are foreign imprints in English. This figure becomes meaningful when it is known that slightly more than 13,000 volumes are received each year.

*Acquisition Program*

The majority of all foreign imprint and/or language items are received through gift or exchange. Approximately \$500 is expended for direct purchase of such material each year.

The exchange program involves distribution of Monthly Labor Review (MLR) subscriptions to 180 foreign organizations in 150 countries. The Annual Report of the Secretary of Labor is sent to 650 selected government, research, and trade union organizations. More receiving MLR reciprocate by sending to the library journals, books and miscellaneous publications. Organizations in Australia, England, and Germany are heavily represented here.

The Department of Labor library also participates in the Current Economic Reporting Program (CERP) of the State Department. (See page

#### A-I-14

A-I-1.) CERP administrators send lists for selection purposes.

Gifts from foreign sources result from Department of Labor presence on more than 100 mailing lists.

As previously noted some material is purchased. Staff members of the Bureau of International Labor Affairs and the Division of Foreign Labor Conditions, in the Bureau of Labor Statistics, and other organizations within the Department, recommend titles identified as useful. Approximately 100 titles are acquired each year from the recommendations of specialists working on comparative data for: Europe, East Europe, Near East and South Asia, Africa, Far East.

#### *Processing*

Ten employees (six professional catalogers and four clerical) and three acquisition specialists process all materials. In-house language resources include all Romance languages, Russian and German.

#### *International Relations*

The Bureau of International Labor Affairs in the Department of Labor maintains a close relationship with the International Labour Office (ILO), Geneva, Switzerland. ILO, financed by governments including that of the United States, maintains a library at headquarters. The sophisticated, mechanized library issues approximately 200 bibliographies each month and has issued a master list of holdings covering 1965-1970. The acquisition policy permits and encourages collection of material from all countries of the world--especially the underdeveloped nations.

A-I-15

In effect, the ILO library stands as a possible source of aid to the Labor Department Library.

*Internal Affairs*

The International Manpower Institute (IMI) of the Manpower Administration, Department of Labor, has a library of approximately 4,000 volumes. IMI serves as an institute for training foreign nationals who are government officials. Courses are run in French and Spanish.

Sixty percent of the collection may be counted as foreign imprints--80% as in a foreign language. All holdings are selected and procured by the Departmental library and all holdings are noted in the Main Catalog.

DEPARTMENT OF HEALTH, EDUCATION, & WELFARE LIBRARY

*General*

The library contains 600,000 volumes, including bound periodicals, and selected microform holdings. Slightly more than 2,300 current periodical titles and 5,000 serial titles are received on a regular basis. Special subject collections include: administration; automatic data processing; economic and social statistics; education; gerontology and geriatrics; health sciences; hospitals; law; public welfare; rehabilitation; retirement; social and medical economics; social insurance; social sciences.

The total staff numbers 37 (18 professionals and 19 clerks).

\* \* \* \* \*

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*Budget*

1971

Materials        \$83,900

Binding         \$ 9,600

*Foreign Materials*

The 600,000 volume count includes slightly more than 5% foreign imprint and foreign language items. An extensive Historical Collection of Foreign Education Material, developed prior to World War II, contains 30,000 items.

Approximately 250 of the current periodical acquisitions are foreign. Twenty Russian language journals are received, as are two Chinese items. Other issues are British, Canadian, African, or Latin American in origin. Five percent of the 5,000 serials are foreign in nature with the majority from Great Britain and France.

It is estimated that 3% of all items processed in any year are either foreign in imprint or language. During 1970, more than 80,000 individual pieces were accessioned.

*Acquisition Program*

The Russian and Chinese journals were ordered at the request of U.S. Office of Education staff members. Health materials from Canada are actively solicited and UNESCO documents selectively acquired. From the State Department CERP items, only those pertinent to the interests of HEW are selected.

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DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT LIBRARY

*General*

The library contains approximately 450,000 pieces, including bound and unbound periodicals and pamphlets. Serials, numbering 1,400, are received regularly. Of this number, nearly 900 are gift items and 500 are direct subscriptions.

Ten percent of the 450,000 pieces are counted as foreign imprints. Of this 10%, approximately 25% are in languages other than English. Similar percentages apply to total serial receipts, with the great bulk of foreign material received as gifts.

*Acquisition of Foreign Materials*

Foreign materials are obtained in four basic ways: through the Office of International Affairs (OIA), HUD; through gifts; by exchange; and by purchase.

OIA participates in the Department of State CERP program and co-operates with Agency for International Development collection efforts. CERP items are received by OIA, sent to appropriate departments, and are then forwarded to the library for processing.

Exchange arrangements have been established with such groups as: the International Council for Building Research Studies and Documentation (CIB); International Bank for Reconstruction and Development; United Nations Economic and Social Council. Materials are received in exchange for HUD publications--including Housing and Planning References--a bi-monthly issue and other library bibliographic aids. Formal exchange

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arrangements exist with periodicals as well as with governmental institutions.

*Translation*

The Office of International Affairs does utilize PL 480 monies to procure translations through the National Science Foundation. The library does not initiate requests but responds in an appropriate manner when approached.

*Foreign Assistance*

A bibliography addressing housing, building, and planning was prepared by the Library, Department of Housing and Urban Development, at the request of the Agency for International Development (AID), chiefly for program use in developing countries.<sup>1</sup>

It is a selection of approximately 400 recent books and periodicals available in the United States on housing, building, and planning.

AID Missions and host country officials who are concerned with housing and planning find this bibliography valuable in establishing basic technical collections. It is also helpful to libraries, universities, financial institutions, architects, planners, builders, and others.

AID personnel may obtain books and journals indexed in the bibliography through regular channels of AID Mission procurement with Mission funds. Copies of the publications listed are not available from AID

<sup>1</sup>Bibliography on Housing, Building and Planning, Washington, D.C., U.S. Department of Housing and Urban Development, 1970. 43pp.

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Headquarters except for those of the Department of Housing and Urban Development or the Agency for International Development. These may be obtained by AID Missions on request.

This, of course, is in effect a "reverse" effort.

#### DEPARTMENT OF TRANSPORTATION LIBRARY

##### *General*

The Department of Transportation Library was established in 1969 by the consolidation of the Washington libraries of the Bureau of Public Roads, Coast Guard, and Federal Aviation Administration. The library occupies two locations in the buildings which house departmental headquarters staff. The library serves the Federal Highway Administration, Federal Aviation Administration, Federal Railroad Administration, National Transportation Safety Board, Urban Mass Transportation Administration, and the Coast Guard.

The total collection is comprised of 500,000 items, including 344,800 books, 26,00 bound journal volumes, 98,000 pamphlets, 31,200 technical reports and 2,000 current periodical subscriptions. In addition there is a 107,000 item collection of technical reports on microfiche.

The library currently has an employment ceiling of 47 full-time positions.

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*Budget*

1971

Materials (excluding Law)      \$100,000

Law Materials                      \$ 70,000

*Foreign Materials*

The library has extensive holdings of foreign imprint/language items in a 50,000 piece book, technical report and periodical collection representing "public road" documents dating from the early 1900's.

Foreign symposium and conference proceedings represent 5% of the total collection. Two percent of all law holdings are foreign imprints. Two hundred of the 2,000 current periodical subscriptions are also foreign in origin.

*Acquisition Program*

With one significant exception foreign items are acquired as a result of a library policy requiring procurement of needed data or information regardless of country of origin or language of transcription. The majority of orders are initiated in the usual manner, utilizing readily available bibliographic tools and specific trade advertisements.

The library receives gifts of materials from international organizations supported by governments other than the U. S. and through exchange. All exchange programs are channeled through the Department of Transportation's Office of International Transportation Policy and Programs, located in the Office of the Assistant Secretary for Policy and International Affairs. Similarly, the Office of International Cooperation assists in

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obtaining gift and exchange materials.

Gifts are received from the Highway Research Board. Formal arrangements permit all foreign items abstracted by the Highway Research Information Service to be deposited with the library.

One unique acquisition program is utilized to collect foreign items. Aeronautical Information Publications (AIP's) are received regularly from the International Civil Aviation Organization (ICAO) in Montreal, Canada. More than 100 countries, including the United States, file proceedings, laws and regulations concerning airdromes and airdrome related operations with ICAO. All foreign issues are received and held by the DOT library.

#### *Processing*

All foreign imprint and foreign language items are cataloged only on request. Four professional and three technicians handle catalog and classification requirements. In-house translation capability includes: Dutch, French, German, Spanish, and Scandinavian languages.

Materials currently received are held in the acquisitions office, filed by country with accession cards offering easy access. Public road items are shelved by country in a closed stack area. AIP's are filed in binders in open stacks.

#### ATOMIC ENERGY COMMISSION HEADQUARTERS LIBRARY

#### *General*

More than 65,000 volumes, including bound periodicals; 50,000 legislative documents; 40,000 hard copy reports; and 400,000 technical reports

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on microfiche are held by the Library. Periodical subscriptions total 1,250 titles. Special subject collections include: nuclear science and technology and allied sciences and technologies; Federal legislation; scientific and technical reports.

A staff of 25 (10 professional and 15 clerical) serve the collection.

### *Budget*

#### 1969

Books	\$80,000
Periodicals	\$90,000
Microfiche	\$ 5,000
Non-book Materials	\$40,000
Binding	\$ 6,000
Legislation	\$25,000

### *Foreign Materials*

All English language materials, regardless of imprint origin, are acquired if within the Library's sphere of concern. No real attempt is expended on the procurement of foreign language items due to agency staff resistance to use of non-English language materials.

Atomic Energy Commission Headquarters activity is primarily contract administration with little bench research interest. Most efforts are expended on monitoring contracts and keeping abreast of work in identified professional specialties.

Approximately 200 foreign imprint journals are included in the

subscription list. Most of these journals originate in England, Canada, Australia, Japan, and Germany. Only 12 of them are foreign language journals while 25 to 30 are English translations of Russian journals.

The 65,000 book and bound periodical collection holds nearly 700 foreign language items and 6,500 English translations of foreign language books and reports.

Russian language books in the nuclear field are obtained by the Division of Technical Information Extension (DTIE) through arrangements with the Department of State. All books within the subject scope of NSA are retained at DTIE, and the other scientific and technical books are sent either to the library of the Oak Ridge National Laboratory or to the one at Argonne National Laboratory. DTIE maintains an index of all books received with an indication of which facility has each title.

#### *Acquisition Program for Translations*

Translations of foreign language books, reports, and serials are acquired in several ways.

DTIE issues Nuclear Science Abstracts. NSA includes abstracts of materials received from more than 50 foreign countries through exchange arrangements. The material received is primarily reports and journals. All abstracted reports are placed on microfiche and given standard distribution, including copies to NTIS. Many of the university and public libraries housing AEC depository collections receive this material also. Translations of foreign language reports receive a similar distribution.

AEC also has formal arrangements with the International Atomic Energy

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Agency (IAEA) and Euratom. IAEA publishes conferences, technical reports, and bibliographies, usually in English, French, and Russian editions. The AEC Headquarters Library has a standing arrangement to obtain copies of all English language editions.

Euratom is the nuclear research and development organization established by the Common Market countries. Generally, its reports are published in an English language edition. The AEC receives all reports through an exchange arrangement.

The usual PL 480 arrangements are maintained through DTIE, and copies of recommended translations are received by the Library.

If an English language edition is not available in the Library, it conducts a search to identify a source of a translation. First, a search is made at the Division of Technical Information Extension (DTIE), Oak Ridge, Tennessee--an Atomic Energy Commission (AEC) operating unit. Each AEC component or contractor is required to inform DTIE when it initiates a translation, and when appropriate, supplies one copy to the Extension. DTIE issues lists of all work completed and responds to requests for information concerning ongoing work. If DTIE is unable to identify the material requested, the Central Intelligence Agency is queried, with a final request placed with the National Translation Center, John Crerar Library, Chicago, Illinois.

When all other attempts fail, special arrangements are made to obtain "on demand" translations.

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NATIONAL AERONAUTICS & SPACE ADMINISTRATION  
FUNDED LIBRARIES

*General*

The National Aeronautics and Space Administration (NASA) library program had 11 components, including the Headquarters Library, through June 30, 1970. Effective July 1, 1970, ten libraries were included in the total.

Collectively the library program holds approximately 325,000 books; 1,400,000 reports; 4,100,000 microfiche; and 10,000 journal subscriptions.

The table below gives an indication of foreign imprint/language percentages:

	<u>Foreign Language</u>	<u>Foreign Imprint</u>
Books	5% (1)	10% (2)
Reports		
Microfiche		
Journals	5% (1)	10% (2)

(1) Russian, German, French predominate.

(2) Commonwealth country imprints predominate.

The NASA library program is backed up by the NASA Scientific and Technical Information System<sup>1</sup>, is the master information base for world-wide aerospace literature. The system provides an automatic and continuing service not only of domestic documentation, but also of foreign materials acquired through about 300 international cooperative arrangements with 60 countries.

<sup>1</sup>The NASA Scientific and Technical Information System . . .  
And How to Use It. (NASA, Washington, D.C., August 1970)

The body of knowledge represented in TIS has grown to over 750,000 government, industry, research institution, and university reports, conference proceedings, journal articles, and special studies received from throughout the world to which approximately 70,000 items are added annually.

This data base, as noted earlier, supplements the library collection.

Scientific and Technical Aerospace Reports (STAR) abstracts the report literature in the NASA system. Approximately 61% is domestic in origin and 39% foreign. International Aerospace Abstracts (IAA) abstracts the open literature. Here approximately 60% is foreign, and 40% domestic.

#### *Translation Program*

Translations of foreign books or articles may be obtained on demand by NASA personnel. When requested, the library requests the NASA Information Program to translate. When translated, the item is put into the system and one copy returned to the requesting library.

Approximately 650 technical items are translated each year. Russian language material accounts for 35% of the total--French, German, Japanese, Swedish, and Italian, the remainder.

Special Foreign Currency Science Information Program monies are employed. Technical details are handled through the National Technical Information Service which operates the program for the National Science Foundation.

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## SMITHSONIAN INSTITUTION LIBRARIES

### *General*

The libraries serving the Smithsonian Institution hold a book collection in excess of 750,000 volumes, including bound serials. The central library is supplemented by approximately 12 branch libraries and additional small working collections. A staff of 60 (27 professional, 33 clerical) serve the collection.

### *Budget*

1969 - 1970

Books	\$75,000
Periodicals	\$45,000
Binding	\$20,000

### *Foreign Materials*

The 750,000 volume collection is composed mainly of serials--75%. Of the total holdings 50% are in languages other than English--approximately 65% - 70% are foreign imprints.

### *Acquisitions*

The acquisition policy of the library is highly selective. All materials received--purchase or gift--are reviewed by the scientist/user and library specialists.

Extensive foreign language collection include:

Russian: Faunas

Floras

Biogeography



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Japanese: Botany

Fishes

Paleontology

Ethnology

Western Languages: Taxonomy

Publications of natural history

museums and scientific societies

Exchange procedures are extensively employed. Approximately 3,500 separate exchange arrangements exist. The Smithsonian Institution offers Smithsonian Press items in special cases, Smithsonian Series items and other available material. The number of items received varies in quantity with there being no predictable cycle. The main sources of materials are scientific societies, museums, national academies, academic institutions, and academies.

Gifts are received in a great quantity. Many monographs and papers are received prior to publication--as with many gift programs not all of the material is worthy of shelf space. For example, it is anticipated that 35% of each sack of material sent to the Library of Congress, Exchange and Gift Division, is gift material.

In excess of \$100,000 is expended on materials each year. Of this amount \$60,000 represents foreign imprints. Nearly \$45,000 is expended on journals--with \$27,000 representing foreign issues.

#### *Translations*

Translations are used extensively. Approximately 10 requests are received each week for translations of short passages, approximately two

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per month for book length works. Staff librarians or scientists/users usually prepare the brief one or two page translations. More lengthy items are given to the National Science Foundation for translation by experts. PL 480 monies are employed. All translations received are checked for scientific accuracy by the library staff.

#### SUPREME COURT OF THE UNITED STATES LIBRARY

The 200,000 volume collection holds few foreign language items. However, foreign imprint, English language materials form a significant part of the qualitative collection.

Acquisitions prior to 1900, and retrospective for that period, resulted in a collection holding 20/25% English language, foreign imprint items from countries in the British Commonwealth--principally the U.K. Current procurement practices encourage the selection and acquisition of British, Canadian, Australian, and a few Indian and Pakistani serials (statutes - court reports, periodicals) and appropriate monographs. Of approximately 1,000 serials received on a regular basis, only about 75 represent such materials.

Gift collections of civil law materials have holdings in French, German, Spanish, and Latin. Such items are not regularly used and the collections have not been expanded.

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VETERANS ADMINISTRATION  
MEDICAL AND GENERAL REFERENCE LIBRARY

The collection of 50,000 volumes--including journals--and 1,000 annual serial receipts serves the Veterans Administration Central Staff and provides a backup to the medical and patients libraries in the VA hospitals, centers, domiciliaries regional offices and outpatient clinics.

Approximately 2% of all items are foreign imprints, less than 1% are in foreign languages. Monographs are primarily imprint items. Journals hold most of the foreign language materials. Languages most often represented include Italian, French, and German.

Selection policies cause only those authoritative items of potential system use to be acquired.

It is estimated that the total library service collection of 1,927,281 volumes (1969) hold approximately the same number of foreign imprint and language items.

OFFICE OF MANAGEMENT AND BUDGET LIBRARY

*General*

The library holds a collection of 130,000 volumes excluding bound periodicals, and subscribes to 600 journals. Special subject collections include: economic and fiscal policy; public administration; management; budgeting; accounting and financial management; U. S. politics and Govern-

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A staff of 10 (six professional; two library technicians; two clerical) services the collection.

*Budget*

1971

Books	\$13,000
Periodicals	\$15,000
Microforms	\$ 400
Binding	\$ 1,800

*Foreign Materials*

The Office of Management and Budget (OMB) Library has only limited need for foreign materials. Less than 50% of the journal subscription list is foreign. Further, less than 5% of the total volume count is foreign in language or imprint.

Foreign materials are acquired primarily in England and Canada. Items from other countries, i.e., foreign budgets, administrative, and economic reports, are obtained on a 'need' basis.

*Acquisition Program*

Most materials are received through gift and exchange arrangements or on request to specific foreign embassies or information centers.

Exchange arrangements exist between the OMB library and both English and Canadian governmental agencies and research bodies. For example, the Canadian Tax Foundation and the Royal Society for International Affairs, in England, are participants. OMB supplies Public Management Sources,

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selected budget documents, and the Economic Report. In return, similar items are received in the general areas of economic, fiscal, management, and related research.

Department of State country desk personnel are sources as are the British Information Service, New York City, and Washington embassies.

## APPENDIX II

### Contact Points

#### U.S. Department of State

Lewis M. Bright  
Acting Librarian  
U.S. Department of State  
21st and Virginia Avenue  
Washington, D.C. 20520  
Phone: AC 202-632-0372

#### U.S. Department of the Interior

Erik Bromberg  
Director, Office of Library  
Services  
U.S. Department of the Interior  
Washington, D.C. 20240  
Phone: AC 202-343-5821

#### U.S. Department of the Treasury

Miss Lillian C. McLaurin  
Chief, Library Division  
Treasury Department Library  
Main Treasury Building, Rm. 5010  
15th & Pennsylvania Avenue, N.W.  
Washington, D.C. 20220  
Phone: AC 202-964-2069

#### U.S. Department of Commerce

Stanley J. Bougas  
Director, Department of  
Commerce Library  
Commerce Building, Rm. 7413  
Washington, D.C. 20230  
Phone: AC 202-967-3611

#### U.S. Department of Justice

Marvin P. Hogan  
Library Director  
U.S. Department of Justice  
Washington, D.C. 20530  
Phone: AC 202-737-8200  
Ext. 3148

#### U.S. Department of Labor

Miss Lillian Hamrick  
Librarian  
U.S. Department of Labor  
Washington, D.C. 20210  
Phone: AC 202-961-2423

#### U.S. Post Office Department

Miss Geneva C. Chancey  
Director, Library Division  
U.S. Post Office Department  
12th & Pennsylvania Avenue, N.W.  
Washington, D.C. 20260  
Phone: AC 202-961-7525

#### U.S. Department of Health, Education, and Welfare

Kanardy L. Taylor  
Department Librarian  
Department of HEW  
Room 1436N  
330 Independence Avenue, S.W.  
Washington, D.C. 20201  
Phone: AC 202-963-3631

U.S. Department of Housing and  
Urban Development

Mrs. Elsa S. Freeman  
Director of the Library  
Department of HUD  
Library, Rm. 8141  
451 7th Street, S.W.  
Washington, D.C. 20410  
Phone: AC 202-755-6376

Smithsonian Institution

Dr. Russell Shank  
Director of Libraries  
Smithsonian Institution  
Libraries  
Natural History Building  
Room 24  
Washington, D.C. 20560  
Phone: AC 202-381-5421

U.S. Department of Transportation

Kirby B. Payne  
Chief, Library Services Division  
TAD 49, Nassif Building  
U.S. Department of Transportation  
400 7th Street, S.W.  
Washington, D.C. 20590  
Phone: AC 202-426-2565

The Supreme Court of the  
United States

Charles Hallam  
Librarian  
Supreme Court of the United  
States  
Washington, D.C. 20543  
Phone: AC 202-393-1640

U.S. Atomic Energy Commission

Walter A. Kee  
Chief, Library Branch  
Division of Headquarters Services  
U.S. Atomic Energy Commission  
Washington, D.C. 20545  
Phone: AC 202-973-4301

Veterans Administration

Henry J. Gartland  
Director of Library Service  
11A3  
Veterans Administration  
Room 975  
810 Vermont Avenue, N.W.  
Washington, D.C. 20420  
Phone: AC 202-389-2781

National Aeronautics and Space  
Administration

Mrs. Madeleine W. Losee  
Program Coordinator  
Scientific & Technical  
Information Division  
National Aeronautics and  
Space Administration  
Washington, D.C. 20546  
Phone: AC 202-962-6194

Office of Management and Budget

Miss Ruth Fine  
Librarian  
Office of Management and  
Budget Library  
Executive Office Building  
Room 449  
Washington, D.C. 20503  
Phone: AC 202-395-4690